



Job Announcement

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OPEN TO CURRENT MARYLAND DISTRICT COURT EMPLOYEES ONLY

Opening Date:	June 18, 2015	Closing Date:	July 2, 2015
Job Title:	Supervisor I - Criminal	Position Type:	Regular Full Time
PIN:	000619	FLSA Status:	Non-Exempt
Location:	District 7, Anne Arundel County Annapolis, Maryland	Grade/Salary Range:	J09 36,913 - \$59,830
		Financial Disclosure:	No

Essential Functions: This is supervisory work providing oversight to a staff of clerical or support service employees in the Criminal Division of the District Court. Delegates, assigns, directs, coordinates and evaluates the work of subordinate clerical staff. Oversees and performs a variety of clerical functions such as: entering case data into automated systems, filing case related documents, maintaining dockets, and providing information to the general public. Trains staff on Court procedures and practices, automated systems, filing and office equipment. Grants and/or denies leave requests, prepares mid-year and annual performance evaluations, conducts employee counseling and recommends disciplinary actions. Assists in conducting interviews and makes hiring recommendations to higher level supervisor. Carries out and enforces rules, procedures and policies of the District Court.

Education: High School Diploma or GED.

Experience: Five years of general clerical experience, three of which must have been in a trial or appellate court of the United States.

Preferred: Graduation from the Judiciary's Court Professional Certificate Program.

Note: Applicants may substitute education at an accredited college or university for the required general experience at the rate of thirty semester credit hours for each year of general experience.

Skills/Abilities: Knowledge of office practices, procedures, systems and equipment required to support the specialized work of the assigned unit. Ability to communicate clearly to superiors, staff and the public. Ability to operate a personal computer or terminal and a cash register. Ability to train, assign, review and evaluate the work of subordinate employees. Ability to communicate clearly to supervisors, staff and the public; follow departmental rules, regulations, procedures and functions; demonstrate good organizational skills; and to work within time constraints and meet fixed deadlines. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary, HR Dept.

580 Taylor Ave, Bldg A1

Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.